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Personnel

**MANAGEMENT OF WING
TRAINING FUNCTIONS**

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This instruction implements AFI 36-2201, Volume 1 thru Vol VI. This instruction outlines local policy and guidelines to ensure compliance with these directives is achieved. Procedures are necessary to ensure the timeliness of the training program is such as to meet and maintain standards of skill qualification level(s) required to sustain mission capability. All functional requirements listed herein are interrelated to the point that each has common ground with the other and collectively create the process to train assigned personnel to reach and maintain qualifications commensurate with their grade and consistent with the mission needs of the Wing.

SUMMARY OF REVISIONS

A bar (|) indicates changes from previous edition. Deletes paragraphs 2.1, 2.3 – 2.6 and 2.9 – 2.13 and added **2.5**, and **2.6**. Due to changes in AFI 36-2201, Volume 3, dated 30 Sep 2002, it is not necessary to reiterate Air Force guidance. Paragraph **2.5**, was re-written to identify that Training Quality Reports will be maintained in the AF Form 623, Training Record. Paragraph **2.6**, was added to recognize outstanding Unit Training Managers assigned to the 315th Airlift Wing.

1. General. This instruction outlines responsibilities pertinent to the unit-level training management. The overall responsibility for compliance rests with the Unit Commander.

2. Procedural Requirements.

2.1. Unit Commanders will make timely decisions regarding the disposition of two-time failures of mandatory CDC courses. Commanders must decide whether a waiver consideration is warranted, the person should be retrained, placed back into a former AFSC, or reassigned to ARPC. The decision is expected within two UTAs of the time of the reported two-time failure.

2.2. Processing of School Tour Allocations: Full time ART Training Officers/Managers and Management Assistants, are responsible for managing allocation briefs received at the unit and contact the

individual to confirm they can attend the class dates reflected in the allocation brief and coordinate the same with the Wing Training Formal School Manager. This procedure is an absolute necessity to determine student availability as opposed to meeting required suspense date(s) affecting timely attendance and accountability.

2.3. The Unit Training Manager reports directly to the Unit Commander (Senior ART in unit during the week) and should not be assigned additional duties outside the training arena. If additional duties outside the training unit are assigned, the Unit Commander will evaluate them to ensure no adverse impact on training and the assignment of the additional duty is in the best interest of the unit. Unit Commanders will take whatever action necessary to ensure that the Unit Training Manager has a direct access to the PCIII computer system in order to input training transactions and produce associated products and reports.

2.4. Unit supervisory personnel are responsible for establishing and maintaining CDC administration to include an assurance that trainees are aware and understand that they are expected to complete one volume of required CDCs per month until course completion, document the process on the AF Form 623a, and ensure that trainers and trainees who fail to comply with this provision are counseled, held accountable or disciplined as determined by the unit commander.

2.5. All Unit Training Managers will ensure that a current Training Quality Report (TQR) is maintained at the beginning of the AF Form 623, Training Record.

2.6. Unit Training Manager of the Year Award. This award recognizes and encourages outstanding achievement and significant contribution by individual Unit Training Manager. The 315th Training and Education Office will nominate and select an award winner using the criteria in [Attachment 1](#). The award packages will be forwarded to the 315th Airlift Wing Commander for approval and presentation. The 315th Airlift Wing Commander will present a certificate and plaque to the chosen UTM at the October Commanders Call, or next one after September.

GERALD A. BLACK, Brig Gen, USAFR
Commander

Attachment 1**UNIT TRAINING MANAGER OF THE YEAR
AWARD FOR 315TH AIRLIFT WING**

1. **AWARD DESCRIPTION.** The 315th Airlift Wing Unit Training Manager (UTM) of the Year Award recognizes and encourages outstanding achievement and significant contribution by individual UTM. This award is based solely on the merits of the Unit Training Manager's responsibilities and span of control.
2. **AWARD ELIGIBILITY.** Nominees must be assigned in the UTM duty position, or be assigned in writing as the "Additional Duty Unit Training Manager" conducting training tasks for aircraft maintenance/operations; unit support training; developing, evaluating, and scheduling training; and overseeing training activities and personnel.
3. **AWARD CRITERIA.** The following will be the point breakdown for the determination of the award winner: All points will be tallied at the end of September (FY).
 - a. Total points to begin 7.
 - b. 1 point deduction for any reactivations over 60 days.
 - c. 1 point deduction for any reenrollments over 60 days.
 - d. 1 point deduction for any two-time CDC failures without action by commander over 60 days of due date.
 - e. 1 point deduction for not submitting an AF Form 101, formal school request within 6 months of duty assignment (AFMAN 36-8001).
 - f. 1 point deduction for not turning in copies to DPMT of:
 - (1) Monthly report to unit commander
 - (2) 18 month schedule and copy of reports for Staff Assistance Visit
 - g. Tiebreaker will be 1 point deduction for non-attendance to the quarterly Wing training meetings.
 - h. A last, tiebreaker (if needed) will be 1 point for each mandatory career development score of 90 or better in the unit.